

**MINUTES OF YARRABAH ABORIGINAL SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE YARRABAH ABORIGINAL SHIRE COUNCIL CHAMBERS
ON WEDNESDAY, 15 OCTOBER 2025 AT 9.30 ~~00~~AM**

PRESENT: Cr Daryl Sexton (Mayor), Cr Michael Sands, Cr Amy Neal, Cr Brian Underwood,
~~Cr Hezron Murgha~~

IN ATTENDANCE: Martine Care (Preston Law), Rona Horsfall (Peak Services), Dominique Charpentier (Grants Officer)

1 MEETING OPEN AND WELCOME

Mayor Sexton declared the meeting open at 9:30 am.

The Mayor welcomed councillors and staff members present to the meeting.

One minute silence was observed to respect those who have passed away.

Councillor Amy Neal offered a word of Prayer.

2 APOLOGIES

Nil

Dominique Charpentier left the meeting.

Resolution to Close Meeting at 9:35am

RESOLUTION 01:15/10/2025

*That Council resolves that the meeting is closed to the public pursuant to section 254J(1) of the Local Government Regulation 2012 ("**the Regulation**") to discuss an Employee Matter in accordance with section 254J(3)(a) regarding the Appointment of the Chief Executive Officer.*

Moved: Cr Michael Sands

Seconded: Cr Brian Underwood

CARRIED

Cr Hezron Murgha attended the meeting at 11:05am

Resolution to Open Meeting [11.25am](#)**RESOLUTION 02:15/10/2025**

That Council resolves to re-open the Meeting to the public.

Moved: Cr Michael Sands

Seconded: [Mayor](#) ~~Cr~~ Daryl Sexton

CARRIED**Resolution to take action****RESOLUTION 03:15/10/2025**

That the Council resolves to:

1. Note the confidential Report from Preston Law and Peak Services on the CEO recruitment process.
2. Appoint a candidate in accordance with the confidential Report to the position of Chief Executive Officer in accordance with Section 194 of the *Local Government Act 2009* for a term of four (4) years.
3. Note the proposed terms and conditions for the incoming CEO as outlined in the report.
4. Authorise the Mayor to finalise and sign the CEO contract of employment on behalf of the Council and announce the appointment once the contract has been signed.

Moved: [Mayor](#) ~~Cr~~ Daryl Sexton

Seconded: Cr Hezron Murgha

CARRIED**3 CONFIRMATION OF PREVIOUS MINUTES**

The Confirmation of Minutes was dealt with at the end of the meeting before the close of the meeting.

4 BUSINESS ARISING FROM PREVIOUS MINUTES

The business arising from previous minutes was dealt with at the end of the meeting after confirmation of minutes.

5 DISCLOSURE OF INTEREST – COUNCIL / REGISTER UPDATES

The Mayor reminded the Councillors of the requirement to declare their conflicts of interest [during the meeting if any interest arose which required declaration to the CEO prior to the meeting and called on all councillors to re-declare then now.](#)

No declarations made.

The Mayor adjourned the Meeting at 11:20am

The Meeting resumed at 11:30 am

Mark Kelleher (Interim CEO) attended the Meeting

6 MATTERS FOR DISCUSSION

6.1 CEO OPERATIONAL REPORT

PURPOSE OF THE REPORT

Monthly Council meeting report on the operational and strategic performance of council business.

RESOLUTION 04:15/10/2025

That Council accept the CEO Operational Report, tabled as read.

Moved: [Mayor Cr Daryl Sexton](#)

Seconded: Cr Amy Neal

CARRIED

6.2 CLIMATE RESILIENT REGIONAL COMMUNITIES-RESEARCH PROJECT

RESOLUTION 05:15/10/2025

That Council note the researchers will be in Yarrabah in the week 10-14 November 2025.

Moved: Cr Brian Underwood

Seconded: Cr Hezron Murgha

CARRIED

12:05 pm Cr Sand left the meeting

The Meeting was adjourned for lunch

The Meeting reopened at 12:35

Cr Sand returned to the meeting

Mike Mair (Director – Corporate Services) attended the meeting

6.3 YASC MONTHLY FINANCIAL REPORT

PURPOSE OF THE REPORT

Provide council with monthly financial report. This report covers the financial period 30th September 2025.

RESOLUTION 06:15/10/2025

That Council accept the 30th September 2025 Finance Reports as tabled.

1. Operating results
2. Current Debtors:
 - Trade Debtors & Creditors,
 - Housing Debtors
3. Capital works
4. Balance sheet
5. Cash position
6. Status of Commercial leases
7. Areas of Interest Report

Moved: ~~Mayor Cr~~ Daryl Sexton

Seconded: Cr Brian Underwood

CARRIED

1:05pm Mike Mair left the Meeting

1:05pm Richard Fitowski [Director People and Communities](#) attended the Meeting

6.4 PEOPLE & COMMUNITIES - OPERATIONAL REPORT

PURPOSE OF THE REPORT

To provide Council an update on operational activities undertaken within the Department of People and Communities.

RESOLUTION 07:15/10/2025 RESOLUTION 08:15/10/2025

That Council accept the Director of People and Communities Operational Report, tabled as read.

Moved: Mayor Daryl Sexton

Seconded: Cr Amy Neal

CARRIED

6.5 PEOPLE & COMMUNITIES - TRAINING AND DEVELOPMENT UPDATE**PURPOSE OF THE REPORT**

This report outlines recent and upcoming staff training to maintain a skilled, safe, and capable workforce.

RESOLUTION 09:15/10/2025

That Council accept the Training and Development Update Report, tabled as read.

Moved: Cr Hezron Murgha

Seconded: Cr Michael Sands

CARRIED

2:10pm Richard Fitowski left the Meeting

6.6 QUEENSLAND AMBULANCE SERVICE - PROPOSED STATION AND STAFF HOUSE SITE**PURPOSE OF THE REPORT**

To provide Council with information regarding the impact of the proposed Queensland Ambulance Service (QAS) proposal on the Balamba Master Plan.

RESOLUTION 10:15/10/2025

That Council resolve to advise the Queensland Ambulance Service that:

- a. the proposed sites A and B are not appropriate for development due to constraints on the land, and the impact that developing either site would have on the Balamba Master Plan.
- b. Council is in a position to work with QAS to understand their housing and station requirements, and if possible incorporate these into the Balamba Master Plan design, noting stage 1 of the development is expected to commence in 2027 and also review the suitability of the area south of the current medical centre.

Moved: Mayor Daryl Sexton

Seconded: Cr Brian Underwood

CARRIED

6.7 YARRABAH STATE SCHOOL PREP PRECINCT UPDATE

PURPOSE OF THE REPORT

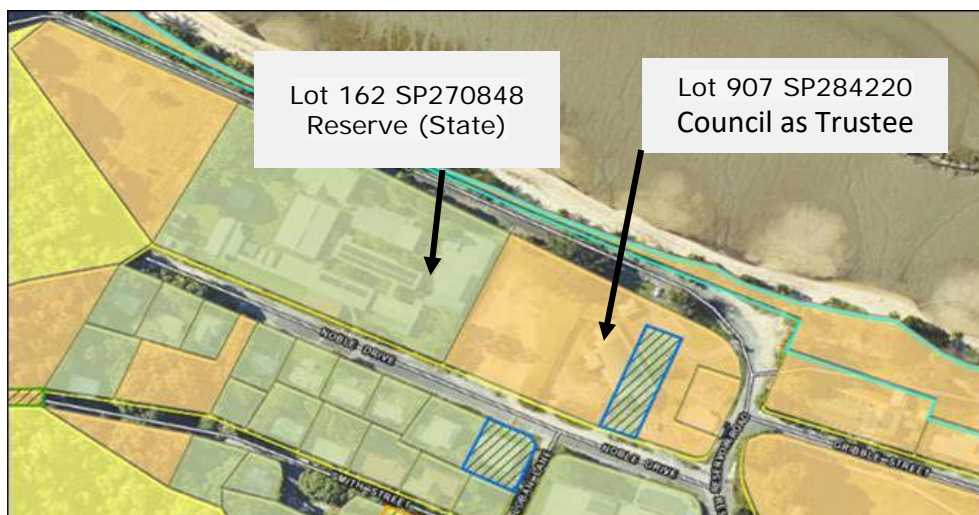
To provide Council with an update on the:

- Education Queensland (DoE) proposal to extend the Yarrabah State School Prep Precinct (Lot 162 SP270848) into Council’s land (Lot 907 SP284220)
- Community engagement undertaken by the DoE.

Figure 1: Air photo of Lot 162 and Lot 907



Figure 2: Tenure Map



RESOLUTION 11:15/10/2025

That Council resolve to note the report and advise the Department of Education:

- a. to progress the Development Application for the Reconfiguration of a Lot to create a new lease area in Lot 907 SP284220 and Material Change of Use to develop a new prep precinct, stop drop and go, and on street parking, to ensure the development is complete in time for the 2027 school year.
- b. that a formal Trustee Meeting is required so that Council as Trustee for Lot 907 SP284220, can consider any request for Landowner's Consent, as such this should be factored into project timelines.

Moved: Cr Michael Sands

Seconded: Cr Amy Neal

CARRIED

6.8 INFRASTRUCTURE - OPERATIONAL REPORT**PURPOSE OF THE REPORT**

To report to Council the status/activities of Infrastructure Department areas for the month of September/October 2025.

RESOLUTION 12:15/10/2025

That Council accept the report of the Director-Infrastructure, tabled as read.

Moved: Cr Brian Underwood

Seconded: Mayor Daryl Sexton

CARRIED

6.9 PROJECT UPDATE OPERATIONAL REPORT**PURPOSE OF THE REPORT**

Provide and update to Council on the funding and Project Status for October.

RESOLUTION 13:15/10/2025

That Council resolve to accept the report of the Construction Project Manager as read.

Moved: Mayor Daryl Sexton

Seconded: Cr Amy Neal

CARRIED

6.10 BUILDING SERVICES

PURPOSE OF THE REPORT

To report to Council the status/activities of building services areas for the months of September 2025 to October 2025.

FOCUS AREAS

YASC are still on restricted work orders and have been since March. Many repairs & maintenance requests are still on hold which is proving to be very frustrating for Council and also the Yarrabah community. We are still pushing the relevant bodies hard to bring the maintenance stream back to normal. This is not yet resolved but we hope this situation will change in the very near future.

Ongoing – Designing the internal work orders and purchase orders to contractors' section in the software is in development. This may be ongoing for a few months but once implemented it will assist us to better manage council facilities work as well as external works.

Ongoing – Compiling a list of contractors with contact details for owners to access for private works.

There is a requirement for this to happen as property owners have much trouble finding a contractor who will commit to coming over the range to do any work.

PSA now completed and implemented.

Our department have been pushing QBuild to send council 25/26 upgrade program tenders which have been very slow to date. I have assurances from QBuild the problem has been found and is currently being resolved. New staffing not following procedures were nominated to be the issue.

QBUILD

Repairs & Maintenance – QBuild Work Orders

Days	10 Sept 2025 (Unplanned)	13 Oct 2025 (Unplanned)	10 Sept 2025 (Healthy Housing R2)	13 Oct 2025 (Healthy Housing R2)
+365	3	1	3	4
181–365	87	112	24	25
121–180	61	40	6	0
91–120	16	21	0	0
61–90	24	70	0	0
30–60	70	84	0	5
<30	118	89	7	0
TOTAL	379	416	40	34

R&M Roundup

Reminder to tenants to report maintenance issues through QBuild MRC. If tenants are having trouble reporting then our team is here to assist.

Another push to complete aged work orders over 180 days. Many of these are completed but either not invoiced, not closed down on QBuild system, or technical issues preventing closure.

Current status on raising work orders remains as per the following: all QBuild considered urgent requests are being raised with all other requests being “banked” until QBuild has the green light from the Department of Housing. This is posing a problem for Council as tenants are believing the work orders are raised for Council action when they have not. The issue lies with the relevant department within the state government and we are doing what we can to have this issue resolved. The local minister

and the state housing minister has been briefed on our thoughts as well as in depth meetings with QBuild.

Healthy Housing Round 2 Status: Initial inspections are still on hold with still 54% of these inspections completed. There are still 42 properties sitting at 100% completed. Current data shows we are 95% through 54% of the program.

The teams have been conducting HLP (Healthy Living Practices) visits with tenants to continue the good work of community engagement. The Healthy Housing program has highlighted the need for flexibility within maintenance programs as well as the need to consider the tenants' needs. We have been pushing hard for change in this area so we are better able to provide the maintenance service needed and wanted for our community.

NAHA UPGRADES

2024–2025 Planned Projects

Category	% Completed	Status / Notes
Refurbishments	100%	Completed
Kitchens	100%	Completed
Flooring	25%	20 to be completed – require transitional housing
Bathrooms	96%	1 to be completed
Bathroom & flooring	15%	PO received. Contractor nominated.
Laundries	100%	Completed
Driveways	75%	1 to be completed
Paints	100%	Completed
Home Modifications	90%	8 to be completed
Various API	95%	Waiting on quotation approval for the rest
Various Upgrades	0%	14 waiting on Department of Housing approval

Upgrade Program (2024–2025)

18 Tenders now received from QBuild.

Bathrooms – 20 properties planned

Flooring – 21 properties planned

Kitchens – 17 properties planned

Laundries – 6 properties planned

Roofing – 4 properties planned

Paint work orders – 118 planned (approx. 48 properties)

Home Modifications – Estimated 25

Various API – Estimated 30

Water Service – Estimated 10–15

Ad Hoc Upgrades – 7 known so far

RESOLUTION 14:15/10/2025

That Council resolve to accept the Director Building Services Operational Report.

Moved: Cr Hezron Murgha
Seconded: Cr Brian Underwood

CARRIED

7 CORRESPONDENCE

Nil

8 STRATEGIC PORTFOLIO UPDATE

Nil

9 CONFIDENTIAL MATTERS

Nil

3 CONFIRMATION OF PREVIOUS MINUTES

RESOLUTION 15:15/10/2025

That the minutes of the Ordinary Council Meeting held on 24 September 2025 be adopted.

Moved: Cr Michael Sands
Seconded: Cr Amy Neal

CARRIED

10 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

11 CLOSE OF MEETING

Date for the next Council Ordinary Meeting is Wednesday 19 November 2025.

The Mayor thanked the Councillors and staff for their participation and attendance at the meeting.

Meeting closed at 2:55 pm.

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MAYOR